

Standing Operating Procedures (SOP)

FOOD SERVICE OPERATIONS FOR GARRISON AND FIELD FEEDING



KANSAS ARMY NATIONAL GUARD

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1. **PURPOSE** : This has been developed to establish local and standardized procedures by which units in the KSARNG, with garrison and field food service operations, can carry out routine operations, reports, and administrative functions associated with Food Service operations.
2. **REFERENCES**:

AR 30-22	30 August 2003	The Army Food Service Program
DA PAM 30-22	30 August 2003	Operating Procedures for the Army Food Program
AR 600-38	11 March 1988	The Meal Card Management System
FM 10-23	18 April 1996	Army Field Feeding Procedures
FM 10-23-1	March 1992	Commander's Guide to Food Service
FM 10-23-2	November 1991	Preparations and Serving of Food in Garrison
FM 21-10	November 1988	Field Sanitation
FM 21-10-1	October 1989	Unit Field Sanitation Team
TB MED 530	October 2002	Food Service Sanitation
TM 10-412	November 1991	Army Recipe Cards

3. **DEFINITIONS and ABBREVIATIONS**:

- a. **Production Schedule (PS)**: DA Form 3034 gives cooks detailed information and special instructions for preparation, serving, and accountability of food and food items.
- b. **Kitchen Police (KP)**: Personnel detailed by the 1SG to clean related food service equipment and to assist, as needed, the FOS or 1st Cook in limited food preparation. This includes, but not limited to, paring of fruits and vegetables and/ or serving. Dining Room Orderly's (DRO) will be assigned from the KP staff to keep the dining room clean before, during, and after meals. Sometimes referred to as "Dining Facility Attendants (DFA)".
- c. **Food Preparation Area**: The area designed to prepare, cook and/or serve food.
- d. **Pantry**: The room/ locker/ place where food and related food items are stored for future use. The food service manager will have an inventory of items stored in this room.
- e. **Equipment Storage/Ware Room**: All utensils used in the prep and serving of food will be arranged in an orderly manner and secured in a way that protects the utensils and personnel.
- f. **Portions**: Amount of food authorized per individual.
- g. **Rations**: Amount of food required to feed each person three (3) Meals per day.
- h. **Ration Cycle**: Cycle of the type of rations to be fed during a 24 hour period (ie: A-MRE,T-MRE-T, A-A-A, ect)
- i. **Recipe Cards**: (TM 10-412) The standard U.S. Army recipe card service to be used by FS personnel as a guideline in preparing food for serving.
- j. **Food Management Board**: KSARNG has an Installation Menu Board which establishes menus to serve locally preferred menu items, and increase or decrease items due to supply demands and troop accountability.
- k. **Dining Facility Advisory Council**: Each unit providing food services will have an advisory council to recommend to the Food Service Manager desired adjustments to the menu to meet customer preferences or services that will provide a more effective food service program.

4. FORMS:

- a. DA Form 5913-R (Strength and Feeder Report) is a multi-purpose form. When used as a request, this form is filled out and signed by the **Commander ONLY** and submitted to the FOS 30 days prior to the scheduled IDT training period. It is used to project anticipated headcount for training periods during IDT and AT. It can be used to project headcount up to 3 days on one form.
- b. DA Form 5913-R (Strength and Feeder Report): This form, when used as a report, is used to report headcount requested data. Actual present for duty (PDS) strength is entered on this form. Any difference between headcount requested and actual PDS must be explained by the Unit Commander.
- c. DA Form 3294-R (Request for Issue of Rations) is used by the FOS to order specific menus as depicted in the OPORD. This form is forwarded to LANG-J4-FS for funding.
- d. DA Form 3034 (Production Schedule) is used as instructions to the cooks to prepare food items. Recipe card numbers and special instructions are entered on this form. It is the middle link in the audit trail.
- e. DA 5914-R (Ration Control Sheet) is used to record disposition of rations and number of soldiers supported.
- f. DA 4538-R (Abstract of Sales) is an obsolete form. It has been replaced by DA Form 7454.
- g. DA Form 7454 (Monthly Earnings and Expenditure Record) is used to identify all monetary transactions affecting the DFAC account during on accounting period (monthly).

5. DUTIES and RESPONSIBILITIES:

- a. Logistics Officer (S/4):
 1. Plan and coordinate the food service operations.
 2. Plan and coordinate the ration cycle with supply source (LP, Prime Vender, TISA Commissary, ect.)
 3. Plan and organize the ordering of all supplies necessary to operate the garrison dining facility (food, paper products, cups, fuel, ect.)
 4. Ensure enough equipment is on-hand to support each feeding site (ie. Insulated food containers, beverage dispensers, and serving utensils) in addition to the normal kitchen operations.
 5. Monitor the overall feeding operation.
 6. Coordinate with Food Service Officer and Food Ops Sgt on the feeding cycle, meal times, proposed feeding sites, and methods of delivery.
- b. The **Commander** will ensure that:
 1. Soldiers are subsisted adequately and that the garrison dining facility/ field kitchen operation is operated properly.
 2. Food service personnel are working in their primary MOS and that an adequate number of FS personnel and equipment necessary are assigned, and on-hand, to accomplish the mission at hand.

3. Assigned FS personnel are properly trained and proficient in the transportation, storage, preparation, serving, and recovery of subsistence items at the level of FS operations applicable to their skill level.
4. RCSS (Reserve Component Subsistence System) procedures are correctly implemented.
5. Implement measures to conserve, safeguard, and account for all related subsistence supplies requested, issued, prepared, and served.
6. The FS operation conforms to highest obtainable standards in food preparation, service, atmosphere, and sanitation by talking to soldiers, visiting the dining facility (DFAC) and food prep areas to observe FS operations, first hand, the actual storage, prep, cooking, and serving of meals. Take necessary action to correct deficiencies that are noted.
7. All authorized food service preparation and serving equipment are available and operational.
8. All soldiers receiving BAS are placed on payroll deduction during operations under RCSS (AR 600-38).

c. Food Service Officer (FSO): The officer assigned by the Company Commander to act as the liaison between the food service section and the company commander. S/he is responsible for the proper operation and conduct of the food service section. Some of the FSO's major duties, but not limited to, are described in FM 10-23-2 (Food Prep & Class 1 Management).

1. Plan and coordinate ration requirements with the FOS to ensure assets are adequate and in-place to support the unit's mission.
2. Establish ration requirements and monitor effectiveness of operation.
3. Coordinate with First Sergeant and FOS on a daily basis to evaluate headcount operations and ensure that the number of meals requested is in line with number of personnel requiring support from each site.
4. Coordinate with First Sergeant and FOS on a daily basis to evaluate any changes to the feeding plan and any changes in the unit's mission.
5. Randomly select figures entered on DA Form 3234-R (Inventory Record) and cross check against receiving documents to ensure all food items are accounted for.
6. Oversee cash meal payment procedures (DD Form 1544).
7. Monitor accounts status to ensure enough food is being received and issued to the troops and disposition of overstock for credit.
8. Inspect field kitchen equipment to ensure all equipment is being maintained in a clean, serviceable, and in operating condition.
9. Assist the FOS in acquiring repair parts.
10. Act as liaison between the commander and the FOS on all matters relating to the food service operation.
11. Assist in developing an OJT program for inexperienced food service personnel.
12. Establish, prepare, and conduct safety meetings.
13. Monitor sanitation training.

14. Establish and direct the energy conservation and management plan for the DFAC and facilities.
15. Monitor DFAC account to ensure that all materials, supplies, and food are being properly accounted for.
16. Develop and execute a physical security plan.

d. First Sergeant (1SG):

1. Provide an estimated headcount projection to the FOS at least seven (7) days prior to any training period/exercise, and an actual headcount is given in enough time to allow the FOS to adjust the amount of food to be prepared.
2. Identify separate headcount strength for each remote feeding site and provide information to the FOS.
3. Identify and relay any changes to the feeding requirements or mission changes that may affect the food service operation.
4. Monitor the garrison and field kitchen activities.
5. Monitor the food safety and field sanitation team activities.
6. Assign KP's, headcounter, and details to the garrison and field kitchen. The KP detail should be detailed to the kitchen immediately after morning formation. As a minimum, a portion of the KP detail should be detailed to the field kitchen prior to departure to field site and the remainder detailed upon arrival to the FTX site. (min 3 per 100)
7. Coordinate with FOS for report times and changes to number of KP's required support the unit's mission (4 for the first 100, then 1 for each 50 thereafter)
8. Assign delivery/ support NCO personnel from each feeding site to pick-up and deliver rations, sign for rations, supervise the serving of rations, and the return of all equipment and utensils to the field kitchen.
9. The headcounter will be detailed to the FOS 30 minutes prior to serving time for the collection of cash and signatures. Collection of signatures and cash is not the responsibility of the FOS. The responsibility lies with the DD Form 1544 Control Officer.
10. Trash and garbage removal is the responsibility of the KP's.
11. Upon return from the FTX site detail personnel to the FS section to help recover equipment.
12. Insure that all authorized garrison and field type FS preparation and serving equipment is available and operational.

e. Food Operation Sergeant (FOS): The Food Operations NCO is in charge of, and is responsible for the management of the entire food service operation, whether present or not. Some of the FOS major duties, but not limited to, are described in FM 10-23-2, AR 30-22, DA Pam 30-22, and LA ARNG REG 30-22. Some of the FOS's duties are, but not limited to:

1. Directly responsible for the entire kitchen operation to include all actions, aspects, and personnel associated with the food service operation.

2. Coordinate with the FSO and 1SG on all aspects of garrison and field feeding operations.
3. Maintain separate headcount procedures and accountability records for each feeding site supported for each meal.
4. Coordinate with shift leader(s) on meal components, number of meals required for each site, time of departure to each site, and any additional requirements for each feeding site as a separate entity.
5. Monitor kitchen activity and logs to ensure adequate food, serving equipment, and precautionary (protection of food) measures are provided for each feeding site.
6. Monitor (spot check) each feeding site to ensure that safeguards are in place, portion control is adequate, equipment and supplies are properly used/ accounted for/issued and/ or returned.
7. Ensure that time limits for PHF's are adhered to in accordance with TB MED 530.
8. Monitor activities of the food safety and field sanitation team, make on-the-spot corrections as needed.

f. First Cook/ Shift Leader (SL): This NCO is in charge of the preparation and serving of food within sanitary guidelines. S/he is responsible for establishing and managing portion control on the serving line. Responsible for accountability of food items used, and will post amounts used to the DA Form 3034. The SL will assume the duties of FOS in the absence of the FOS.

1. Responsible for the preparation, serving, and delivery of meals.
2. Assume duties of FOS whenever the FOS is away from the kitchen.
3. Responsible for the proper operation and maintenance of equipment.
4. Coordinate with FOS for number of feeding sites and headcount for each site.
5. Ensure that proper packaging, portions, labeling, and safeguards are in place for each food item.
6. Ensure that proper and adequate serving utensils are provided for each feeding site.
7. Ensure the portions provided for each feeding site is in line with the estimated headcount.
8. Ensure that each item is properly labeled.
9. Verify (double check) with the ration breakdown NCO to ensure all food and food related items are available and ready for shipment.
10. Post necessary information on the DA Form 3034 (Production Schedule) for accountability of rations.
11. Post necessary information on the DA Form 3234 (Inventory Record) for accountability of rations.
12. Conduct daily inspections of food service personnel.

g. Cooks:

1. Responsible for the preparation and serving of food and related food items.
2. Maintain sanitary controls over food and food related items.

3. Maintain sanitary and personal hygiene controls.
4. Assist in staging food for shipment.
5. Maintain and clean the food storage, preparation, serving, and dining areas.
6. Maintain equipment in a FMC status.

h. Kitchen Police (KP) and Details:

1. Primary duties include, but are not limited to, general work, clean-up, garbage/ trash removal, pot/pan/utensil wash and sanitize, field site set-up/ breakdown, ect.
2. Assist ration control NCO in setting-up, maintaining, and assembling items for shipment from the staging area.
3. Basic and preliminary food preparation work.
4. Assist in the pick-up and delivery of subsistence items.

i. Ration Breakdown (staging) Area:

1. Ration Breakdown/ LOG-PAC NCO will provide and maintain a staging area that is easily accessible, protected from traffic (vehicles and personnel), protected from the environment, and separated by feeding site, proper signs, clean, neat, and orderly.
2. Initiate a checklist to be used for every meal.
3. Ensure that cooks have included date, time, number of servings, what the food item(s) are, and the destination on each item due for shipment the field kitchen.
4. Monitor amount of food items due for shipment matches headcount projection for each remote site.
5. Supervise the staging area to ensure that all food, food related items, serving utensils, ect. are assembled and for shipment.
6. Maintain documentation for accountability of food and food related items which have been sent to remote feeding sites.

6. OPERATIONS AND PROCEDURES:

A. Operations:

1. The FS section will provide meals according to the approved ration cycle for each training period.
2. Hours of operation will be according to the OPORD.
3. Warming and cooling beverages will be provided as directed by the OPORD.

B. Sanitation: The field Sanitation Team (FST) will be appointed on orders and functioning as each garrison and field kitchen site.

C. Food Delivery Vehicles: Vehicles used for the transportation of food items will be clean, covered (front, top, sides, and back), and have dunnage (pallets) on the floor of the cargo area. Trash, garbage, and equipment/ parts from the company will not be transported in the food service vehicle. Whenever possible, this vehicle should not be the same vehicle used to deliver meals to remote feeding sites.

D. Ration Delivery Vehicles: Vehicles used for the transportation of rations will not be used for transporting trash, fuel, parts, or troops; nor will it be used to “back haul” items to the company area. The vehicle will have dunnage (pallets) on the floor of the cargo area, covered on all sides, top, and back.

E. Medical: If medical personnel are assigned to the company, they are required to inspect the FS section for field sanitation procedures daily. They should be on hand to check each soldier’s mess kit as they enter the serving line.

F. Rations:

1. Prepared rations will be requested, picked-up, and signed for by the unit requiring food service support at the time and place designated by the FOS.
2. All headcount forms, food containers, and utensils used for the previous meal must be turned- in to the FOS prior to departure from the kitchen.
3. It is the responsibility of the person picking- up the rations to inventory all food and related food items (utensils) before departing the field kitchen area. A LOG-PACK Checklist will be filled out, signed, and returned to the FOS prior to departure from the kitchen.
4. Any potentially hazardous food (PHF) returned to the kitchen or PHF’s remaining after the meal must be discarded (TB MED 530).
5. All unsued non-perishable rations (cereal, hard skinned fruit, condiments, etc.) may be cleaned and returned to stock for later use.
6. All unused non-perishable food items will be entered on DA Form 3161 for turn-in, or posted to DA Form 3234-R (Inventory Record) immediately after feeding periods, and upon returning from the FTX.
7. In garrison, a sample meal for each serving period will be retained for 24 hours for possible inspection by Preventive Medicine personnel.

G. Uniforms Standards/ Appearance:

1. In garrison, the cook section will wear cooks’ white uniforms with long-sleeved shirts/smocks (If Available). The Food Manager will wear black pants and white shirt.
2. In a field environment, the cook section will wear the appropriate uniform (ACU’s), or uniform as stated in the OPORD.
3. The field kitchen work area defined as that area required for food service operations. This area includes the fuel storage area, filling and lighting area, pot and pans wash area, food prep, and garbage disposal area.
4. Under normal conditions food service personnel will wear ACU’s, with a soft cap, while working in the field kitchen area.
5. LBE, MOPP gear, Protective mask and weapon will be close at hand; but grounded while working in the field kitchen area.

6. Trousers will be worn un-bloused in case an accident occurs with hot grease or liquids, thus preventing the hot liquids from collecting in the boot and severely burning the leg or foot.
7. Food service personnel will wear long pants. Shorts are not allowed in the food prep, serving, cleaning, or dining areas.
8. Personnel preparing food may be un-bloused (T-shirt) in the food prep area only. Personnel working the serving line, or in view of the diners, will be in complete uniform.
9. Food service workers will wear the same uniform as other soldiers when outside the designated field kitchen work area.
10. This area does not include the latrine areas.
11. All personnel will be in clean uniforms daily and ensure they have enough clean uniforms to last the entire training period.
12. Food handlers will not wear jewelry or watches, except for a plain wedding band, while preparing or handling food.
13. An effective hair restraint will be worn by all personnel while working in the food preparation or serving area.
14. Fingernails will be neatly trimmed (not to extend over fleshy part of finger) and clean before being allowed to prepare or serve food. Fingernail polish is not allowed.
15. All personnel will be clean shaven daily.
16. No tobacco products of any kind are allowed to be used in the food storage, prep, serving, or dining areas.
17. All FS personnel will conduct personal hygiene daily.
18. All FS personnel will be allowed the opportunity to shower at least once daily.

H. Disposable dinnerware:

7. For company sized field/remote feeding operations, disposable dinnerware will be requested from the unit supply sergeant.
8. For battalion sized field/ remote feeding operations disposable dinnerware will be requested from the battalion logistics officer (S/4)
9. Enough disposables will be brought to the FTX site to sustain operations for the duration.

I. Sanitation procedures for food service personnel:

10. The shift leader will inspect all cooks reporting for duty ensures that personal hygiene practices are in effect.
11. The use of tobacco products in the food prep, serving, and storage areas is prohibited.
12. Sleeping in the food prep, serving, and storage areas is prohibited.
13. Hand washing stations will be provided so cooks can wash their hands prior to starting any food prep work in the kitchen, after using the latrine, tobacco products, and/or general work.

14. Hand washing stations will be provided so cooks can wash their hands before and after each type of food product.
15. Cooks will wear a clean uniform daily.
16. Cooks will not consume food in the food prep, serving, or storage area. Cooks are allowed sample food to ensure a quality product will be achieved.
17. Any food service person experiencing coughing, skin rash, skin infections, open sores/ wounds, cuts or general symptoms of illness will be sent to the dispensary or medical aid station for evaluation. Upon release from the medical aid station and/or dispensary that person will report back to the shift leader for disposition. The FOS and/or Shift Leader will decide what type of work, if any, can be performed. It is the responsibility of the ailing/hurt individual to report back to the field kitchen for work assignments.
18. Food service personnel and/or any person attached to, or detailed to the field kitchen will not sleep in, on, or around food storage, preparation, or serving areas.
19. Enough trash cans with covers and liners will be stationed in and around the kitchen and dining areas for food waste.
20. When proper wash temperatures (120 °F wash, 140°F rinse, 170°F sanitize), cannot be reached a solution of chlorine and/or iodine will be used. All items to be disinfected will be submerged in this solution for no less than 30 seconds. To obtain the correct solution, one packet of disinfectant, Food Service (6840-00-810-6396) will be dissolved in twenty-five gallons of fresh water. When using chlorine or disinfectant water temperature shall not exceed 105°F.
21. Insulated food containers will be pre-heated and/or pre-chilled IAW instructions contained in FM 10-23-2.
22. Restrictions and guidelines established in TB MED 530 and AR 40-5 will be followed.
23. Temperatures will be taken twice daily on all refrigerated equipment, to include ice chests. A DA Form 5296, Temperature Control log of these temperatures will be kept on file.

J. Physical Security:

1. A physical security plan will be developed to safeguard all Class 1 supplies while in transit, and during training exercises in garrison or in a field environment.
2. The FOS will ensure that subsistence supplies are secured and accounted for all times.
3. The cooks sleeping quarters will be positioned near the field kitchen area to be able to provide reasonable security measures.

L . Delegation of Authority: In the absence of the FOS, the next ranking individual (first cook/shift leader) will assume the duties of food service manager.

M. Failure to comply with this basic document may result in some form of disciplinary action.

7. FIELD SANITATION TEAM:

- A. There will be a Field Sanitation Team (FST) appointed on orders and functioning at each field feeding site. The OIC/NCOIC will follow guidelines established in FM 4-25.12, FM 21-10, FM 21-10-1, and FM 10-23-2.
- B. The FST will not include personnel from the FS section, as this will be a “double jeopardy” in duties and responsibilities.
- C. The FST will inspect and test the water every time the water trailer/tanker is brought to the field training site, and will notify the FOS whether or not the water is safe to use.
- D. The kitchen laundry line will be set up at a minimum of three cans for 80 diners. (1-soapy Wash @ 110-120°F, 1-Rinse @ 120-140°F, 1- Sanitizing @ 170°F or higher).
- E. If mess kits are used an additional wash line will be set up to accommodate every 80 diners.
- F. If mess kits are used a sanitizing pre-dip (170°F) will be stationed at the beginning of the serving line. This pre-dip will be monitored by the unit field sanitation team.
- G. The laundry lines will be set downhill at least 20 meters (60ft) from the kitchen tent/ MKT/CK.
- H. The wash water will be changed after each meal or sooner if needed.
- I. The 32 gallon wash-cans will be cleaned before, during, between, and after each use.
- J. Separate hand-wash stations will be set up, complete with soap and towels, for kitchen personnel and company personnel.
- K. Enough trash cans (with covers and liners) will be stationed in or near the field kitchen for food waste.
- L. Trash cans (with covers and liners) will be stationed at beginning of the mess kit wash line for plate waste.
- M. Trash and garbage to be hauled away is the responsibility of the First Sergeant.

8. SITE SELECTION and LAYOUT: Select the best site available to set-up the field kitchen area. The best site will be in or near a building or built-up area with as many good features as possible. The following characteristics are important to consider when selecting a site.

- A. Good natural cover shields and protects troops from the sun, heat, cold, and high winds. It also provides cover from opposing forces.
- B. Good access roads allow easy access into and out of the field kitchen area, especially when conducting Log-Pack operations.
- C. Set-up on high & dry ground with sandy loam or gravel, near a protected slope, to ensure good drainage and protection from the weather.

D. Allow enough space to set-up the field kitchen. This eliminates the crowding of troops and equipment so personnel can work safely and proficiently.

E. Select a site near a source of good water.

F. Use the following as a guide to set-up a field kitchen area:

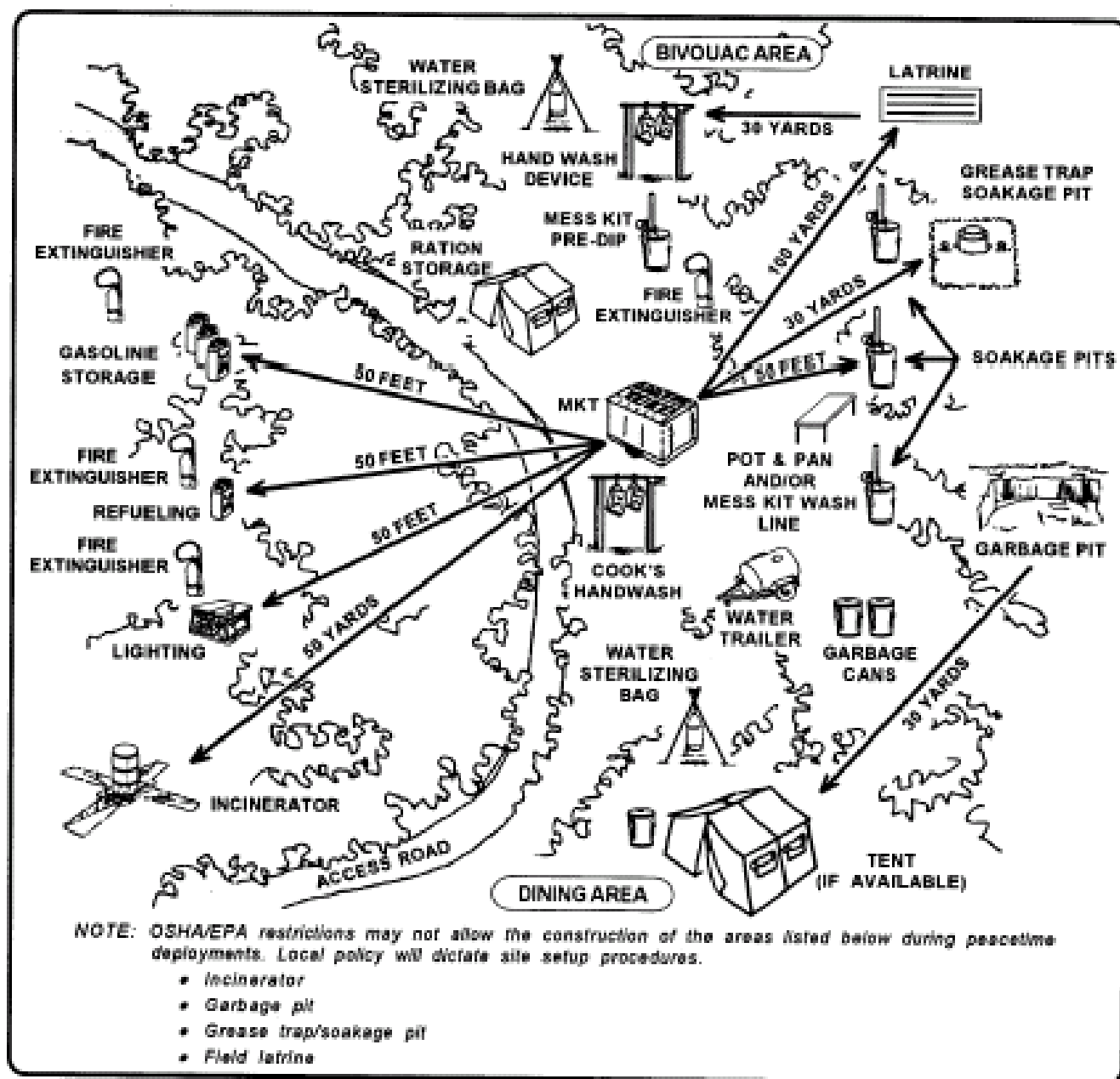


Figure 5-3. Recommended field kitchen site layout with the pot and pan and mess kit laundry line (rear area)

G. Serving lines should be set-up according to the level of OPFOR activity in the immediate area.

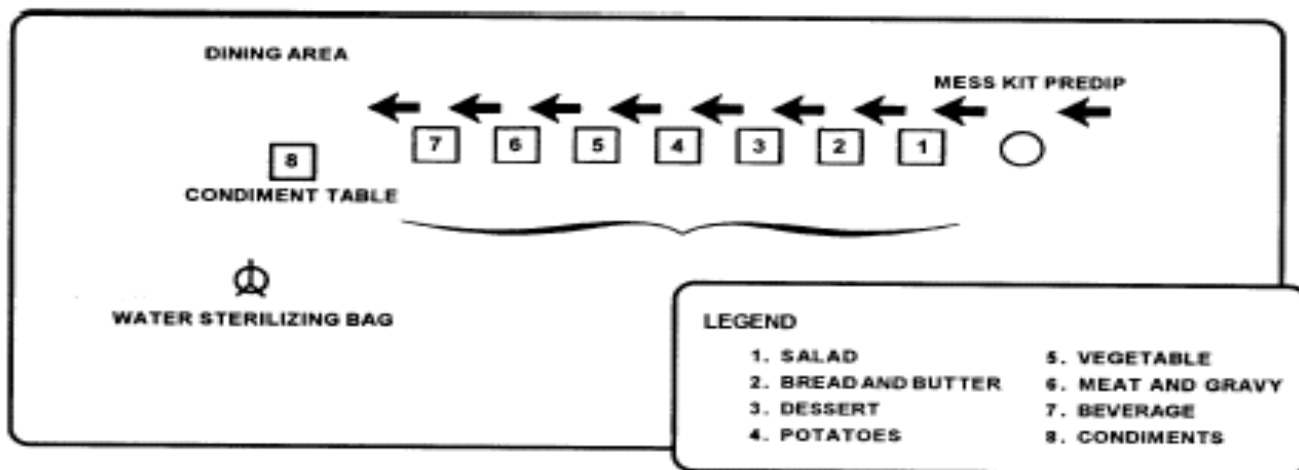


Figure 5-7. Serving line when attack is unlikely

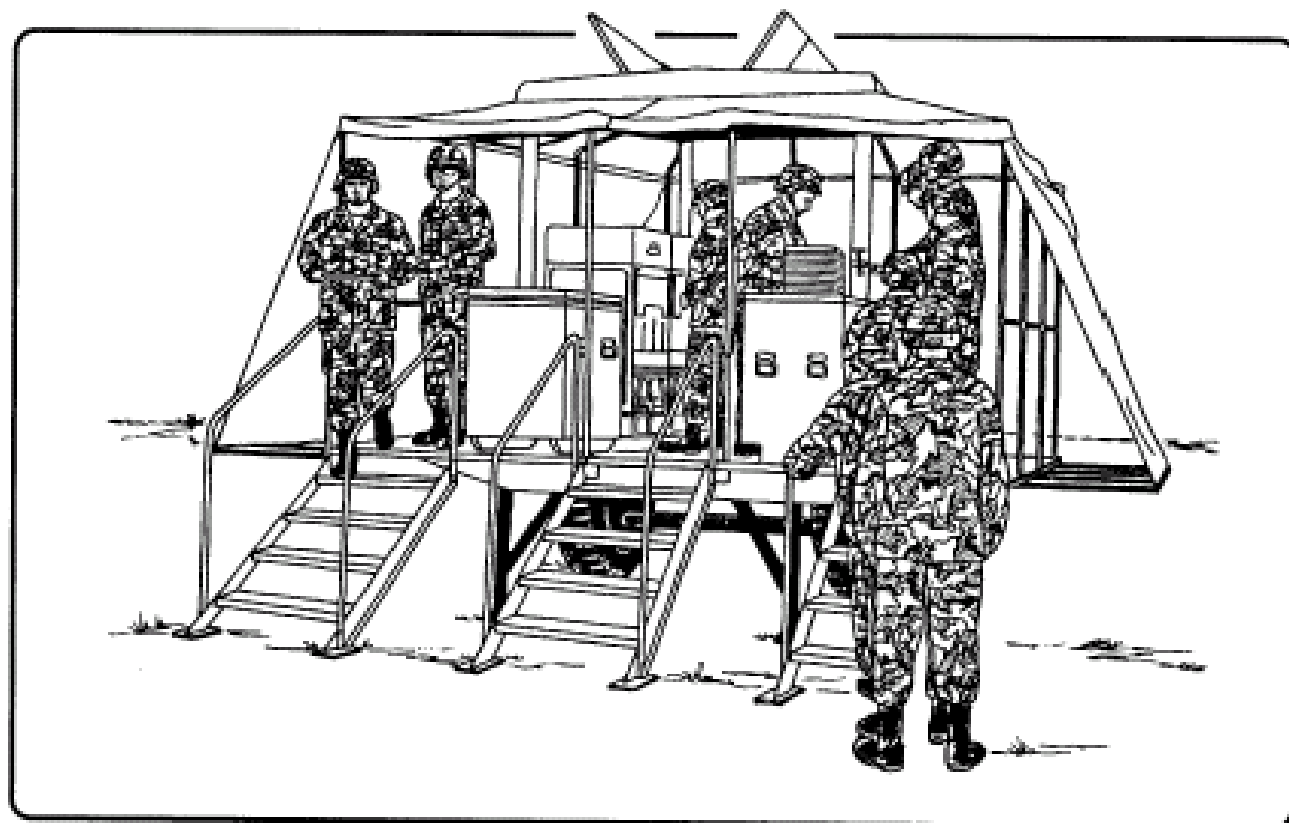


Figure 5-8. Trailer-mounted field kitchen with U-shaped serving line

9. SAFETY:

1. Safety in an around the field kitchen should be called common sense in action. If you and your staff use a common sense approach, the number of accidents will be greatly reduced or eliminated. The Food Service manager is responsible for safety procedures and all of the people who work for him/her. Guidelines are established and must be adhered to.

2. The importance of safety practices cannot be over-emphasized. The Food Service Officer (FSO), FOS, and the First Cook should routinely inspect for unsafe practices, make corrections, and ensure a safe operation. The following items are some of the more prominent guidelines toward a safe dining facility operation.

- A. Ensure personnel are familiar with the operation of all various pieces of DFAC Equipment and are familiar with all safety precautions associated with the operation of the equipment.
- B. Ensure that all authorized safety equipment is on hand and serviceable.
- C. Ensure that all personnel are familiar with the location of fire extinguishers and that all fire extinguishers are charged and serviceable.
- D. Only cooks handle and clean knives and other cutting and slicing equipment. They will not be left submerged in wash water for KP's to clean handle.
- E. All forms of "horseplay" is strictly prohibited.

3. POL area:

- A. NO smoking within 50 feet. Gasoline and JP-8/diesel storage and filling areas are to be at least 50 feet apart and least 50 feet from any other activity points.
- B. Charged fire extinguishers within 25 feet.
- C. Fuel can sump to allow the cans to be 3/4 covered, lined with some type of plastic sheeting to contain any spills.
- D. Area will be clearly marked with some type of barrier material (engineer tape and signs). Access is limited to kitchen personnel only.
- E. All metal fuel cans will be electrically grounded with ground rods and metal strapping cable. A shovel with loose dirt will be maintained in POL area at all times.

4. Refueling area:

- A. No smoking within 50 feet
- B. Charged fire extinguisher within 25 feet
- C. Do not refuel hot fuel tanks
- D. Area will clearly marked with some type of barrier material (engineer tape and signs). Access is limited to kitchen personnel only
- E. When using metal cans, metal-to-metal contact will be accomplished to prevent arcing of static electricity
- F. At least 50 feet from POL storage, lighting, and kitchen area

5. Food preparation and cooking area:

- A. Keep all areas clear, clean, and free of clutter.
- B. Practice good housekeeping.

C. Keep knives in storage pouch when not in use. Do not catch falling knives.

D. Keep knives sharp at all times.

E. Do not allow KPs to clean knives and slicing/chopping equipment.

F. Use the right tool for the right job.

6. Storage of food and food items:

A. All related food items not in ice chests will be stored a minimum of 6 inches off the ground on pallets.

B. Unused and/or leftover food items will be returned to separate storage area(s).

C. All pre-prepared food items will be covered and stored away from food preparation area(s).

D. All cleaned utensils (pots, pans, accessories, etc.) will be stored in an area adjacent to the food prep area(s), in a manner that will facilitate drying and cleanliness.

E. All cutlery and accessory utensil racks (suspended items) will be covered at all times to prevent contamination.

F. Food items will not be stored with cleaning supplies and rodent/insect control materials.

G. All spices, seasonings, and condiments will be sealed tight when not in use and returned to storage after each meal.

H. All canned food items will be wiped free of contaminants (dust, dirt, etc.) before opening.

I. All hot pads, pot holders, cleaning rags will be cleaned at least daily (or as needed) to prevent cross-contamination.

J. Use precaution when handling hot pots/pans. Do not use paper towels, shirt tails, etc.

K. A minimum of two food service personnel will be in the food prep area during food prep activities.

7. Ration handling and storage: Rations come in containers of many sizes, types, and weights. Teach your people the correct way to lift, carry, and/or move containers.

A. Do not lift boxes by the metal or plastic straps, to lift boxes, get a firm grip on the container itself.

B. Use thigh and shoulder muscles to lift the load.

C. Walk your normal way, making sure you can see where you are going.

- D. Stack containers the correct way. Put heavy boxes on the bottom, stacks should be arranged in a neat orderly manner.
- E. Insect repellent, cleaning supplies, and any non-food type material will not be stored with food items.
- F. All food containers will be stored with the label facing outward so they can quickly and easily identified.
- G. All food items will be separated as to the type of food (ie. meats, vegetables, produce, milk, ice, etc.).
- H. Non-perishable food items will not be stored in the ice chests.
- I. Only perishable food items will be placed or stored in the ice chests.

10. GENERAL:

- A. All food and food related items must be covered and protected from the elements (weather, sanitation, animals, time, temperature).
- B. All food, and food related items will be stored a minimum of 6" off the ground and at least 4" from any side-wall.
- C. Cold foods - all insulated food containers will be pre-chilled before placing food into them. Instructions for pre-chilling can be found in FM 10-23-2.
- D. Hot foods - all insulated food containers will be pre-heated before placing food into them. Instructions for pre-heating can be found in FM 10-23-2.
- E. All food items will be placed in inserts provided with the insulated food container. Any food not placed in the inserts will be considered contaminated, and shall be disposed of. **There are no exceptions to this rule.**
- F. All food containers will be marked with the date, time of loading, food items, number of servings, and destination.
- G. The ration control person will use a checklist for each meal and each remote site. The FOS is responsible for having enough blank copies of the checklist on hand to support the entire field training exercise.
- H. There will be enough pallets to stage all of the items necessary to support each remote site. These pallet areas will be separated by company/detachment/location, identified by signs, protected from the weather, and easily accessible.
- I. At no time will food nor any food related item be placed directly on the ground. All food and equipment will be stored at least 6" off the ground.

11. If there are any questions, or you do not understand what you duties and assignments are, contact the Food Operations Sergeant for explanations and clarification.

12. This SOP has been reviewed, and approved by the KSARNG Food Program Manager.
Field Log-Pack Food Service Checklist.

Field Log- Pack Food Service Checklist

Meal:

Unit:

DAY		DATE		NUMBER TO FEED		
LOAD TIME		DEPARTURE TIME		SERVING TIME		
SHIFT LEADER			LOG PACK NCO			
DEPARTED			RECEIVED BY			
ITEM	MENU ITEM	SERVINGS	STAGED BY/TIME	LOADED/ VERIFIEDBY	ITEMS RETURNED	REMARKS
Main Entrée						
Gravy						
Starch						
Vegetable						
Salad & Salad Dressings						
Fresh Fruit						
Dessert						
Bread/Buns						
Margarine						
Peanut Butter						
Jams/Jellies						
Milk						
Beverage/Juice						
Coffee						
Creamer/Sugar/Sugar Sub						
Cereal						
MREs						
Salt/Pepper						
Hot Sauce						
Ice						
Forks/Knives/Spoons						
Plates/Trays						
Cups						
Napkins						
Serving Utensils						
Trash Bags						
Cleaning Towels/Rags						
Headcount/Cash Sheets						

Field Item Checklist

DATE OF FTX		LOCATION OF FTX			
LOAD TIME & DATE		DEPARTURE TIME & DATE			
SHIFT LEADER			DRIVER		
ITEM	YES	NO	LOADED BY	LOAD VERIFIED BY	REMARKS
Rations Requested					
Aluminum Foil					
Can Openers					
Chem Lights					
Clothes/Uniforms (4 days)					
Dishwashing Soap					
Disinfectant (chlorine) 6840-00-810-6396					
Fire Extinguishers					
Flashlights					
Gasoline Lantern (w/mantles)					
Hand Washing Device					
Hand Washing Soap					
Headcount Forms (3032 & 1544)					
Heat Resistant Gloves					
Hot Pads					
Ice Water					
Knives					
Light Set (w/bulbs)					
Menu & Recipe Cards					
Pallets					
Plastic Wrap (Saran Wrap)					
Publications					
Scouring Pads					
Scrub Brushes					
Signs					
Single Service Items (Paper/Plastic)					
Spare Parts					
Towels/Cleaning Rags					
Trash Bags					
Water Cans					